

Can you see the possibilities?

1

*No matter where
you want to go with your life,
the Seattle Community Colleges
can help get you there.*

Take -

College Transfer -
and study in a wide range of academic fields for transfer to four-year colleges and universities. Our graduates do as well or better than students who began as freshmen.

Professional/Technical Certificates & Degrees -
and chose from certificates and degrees in more than 135 fields,
the largest number in the state.

Distance Learning -
and study via televised courses and Internet classrooms, or use audio tapes and other distance learning techniques. Work toward a degree or a better job.

Continuing/Professional Education -
and enhance your professional and personal development in short, intensive programs.

Running Start & Tech Prep -
for high school students, and fast forward your future by earning college credits and saving money.

Worker Retraining -
and speed your re-entry into the workforce with targeted training and support if you have lost a job because of a layoff in an industry or your occupation is in decline.

Basic Studies -
and learn basic skills in math, reading, writing, speaking and listening. You can also earn your High School Diploma (External Diploma Program), or degrees in GED.

A Brief Look...

FACTS

The Seattle Community Colleges...

- compose the largest community college system in the state.
- include a student body of which 12% already hold bachelor's degrees or higher.
- account for one-fourth of all incoming transfer students at the University of Washington.
- are the first community colleges in the country to join the high-speed Internet 2 network connecting research universities, 4-year colleges.
- work with close to 1,000 representatives of technical advisory committees to keep training programs current, preparing individuals to excel in the classroom, on the job, and in the community.
- have trained and educated more than a million students.
- are members of the League for Innovation in the Community Colleges.

STATISTICS

(1998-1999 ACADEMIC YEAR)*

Students	50,994
male/female	49 / 51%
full-time/part-time	45 / 55%
incoming transfer class to UW	25%
Running Start	1,128
Worker Retraining**	1,132
Distance Education	3,055
 Employees *	
Teaching faculty full-time	343
Teaching faculty part-time	971
Classified headcount	495
Exempt/Administrative headcount	209
 Academic & Technical Programs	
.....	135
 Budget (annual)	
.....	\$120 million

* Source: Washington Community and Technical Colleges Academic Year Report 1998-1999, SBCTC

** Includes Dislocated Natural Resource Workers



3 COMBINED CAMPUS

MISSION

*The Seattle Community Colleges
will provide excellent,
accessible educational opportunities
to prepare our students
for a challenging future.*



SCCD VI

Board of Trustees

The Seattle Community College District is governed by a five-member Board of Trustees appointed by the governor of the State of Washington for sequential five-year terms. Current members serving on the Board are:

Nobie Chan
Dorothy Hollingsworth
Yvonne Sanchez
Thomas W. Malone
Paul J. Wysocki

Seattle Community Colleges

Kathleen A. Noble, President
North Seattle Community College

David C. Mitchell, President
South Seattle Community College

Charles H. Mitchell, President
Seattle Central Community College

Norward Brooks, Executive Director
Seattle Vocational Institute

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Carin Weiss, Vice Chancellor, Planning & Development: B.A., University of California at Berkeley; M.A., Ph.D., University of Washington.

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Alan Ward, Vice Chancellor, Information Technology: B.S., M.B.A., University of Hartford.

Ross Davis, General Manager, Television & Cable Operations (SCC-TV): B.A., M.B.A., University of Washington.

LeRoy Drake, Executive Assistant for Partnerships: B.A., Tennessee State University; National Urban Fellow, Yale University; graduate study, Tennessee State University.

Nancy Durbin, Director, Research & Strategic Planning: B.A. University of California, Riverside; M.A., Ph.D., University of Washington.

Paulette Englund, Manager, Financial Reporting & Analysis: A.A., North Seattle Community College; B.S., Central Washington University.

Cynthia Felice, Director, Community & Resource Development: B.A., State University of New York at Geneseo; graduate study, University of California at Los Angeles.

Daniel Gutierrez, Benefits & Payroll Manager: B.B.A., New Mexico State University; SPHR (Senior Professional in Human Resources) Graduate Certificate, University of Dallas.

Patricia Paquette, Director, Communications & District Relations: B.A., post-baccalaureate certificate, University of Washington.

John Watkins, Purchasing Manager: B.A., Seattle University.

Holly Woodmansee, Manager, Internal Control and Financial Support Services: A.A., South Seattle Community College; B.S., Central Washington University.

FACULTY REPRESENTATIVES

Yilin Sun, 2000-2001, Faculty Development Coordinator, Seattle Community Colleges (Seattle Central Community College, Basic Studies): B.A., Central China Normal University, P.R. China; M.Ed., University of Toronto, Canada; Ph.D., University of Toronto, Canada.

Lynne Dodson, 1999-2001 President, Seattle Community Colleges Federation of Teachers Local 1789 (Seattle Central Community College Social Sciences): B.A., M.S., California State University at Long Beach; Ph.D., University of Washington.

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Getting Started

North Seattle Community College
(206) 527-3600

Seattle Central Community College
(206) 587-3800

South Seattle Community College
(206) 764-5300

Seattle Vocational Institute
(206) 587-4950

APPLY FOR ADMISSION

Anyone 18 or older or with a diploma or GED may attend the Seattle Community Colleges. However, special consideration may be given to individuals not meeting these conditions. Each college also offers a free high school completion program for students 19 years of age or older.

To enroll, students need to:

- complete an Application for Admission form (a registration form serves as application at South Seattle) and submit it to the Admissions Office at the Seattle Community College of their choice.
- submit official copies of transcripts from high school, community colleges, universities or trade-technical schools they have attended.

College admission does not necessarily guarantee admission to a specific college program. Contact the Admissions Office about the entrance requirements for individual programs.

ENROLLING AT MORE THAN ONE COMMUNITY COLLEGE

Intra-District Registration

Students may enroll at more than one of the Seattle Community Colleges without paying more than the maximum tuition at any one college. However, additional fees are assessed for more than 18 credits.

Concurrent Enrollment

Seattle Community Colleges students may also enroll in classes at other Washington state community colleges that have reciprocal registration agreements. Tuition does not exceed the maximum charged at any one college (subject to change). Students are responsible for all fee charges.

Contact college registration offices for specific information on either plan.

READMISSION OF FORMER STUDENTS

Students who were not enrolled for the most recent quarter, but who were previously enrolled must go to the Registration Office to update their records. Students who were dismissed for disciplinary or academic reasons must see the Vice President for Student Personnel Services (Dean of Student Development at Central) for readmission.

Students who pause (“drop out”) for a quarter or more and are interested in graduating should be aware that they may choose to fulfill requirements in effect from an earlier catalog, provided:

- the Vice President for Instruction agrees to the earlier requirements; and
- not more than five years have elapsed since the student first enrolled under the earlier catalog; and
- courses required for completion are still offered.

Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied.

RESIDENCY REQUIREMENTS

To qualify for in-state (resident) tuition, applicants must have lived in Washington state, for reasons other than educational purposes, for one full year prior to the first day of the quarter in which resident fees are requested. A financially dependent student may also be eligible for resident tuition if one or both parents or legally appointed guardian(s) have maintained a domicile in Washington state for one full year prior to the first day of the quarter. Establishing permanent state residency includes compliance with Washington state laws, vehicle and driver’s license registration and registration to vote in this state, if applicable.

Applicants may qualify for in-state tuition fees without establishing residency if they:

- hold a graduate service appointment,
- reside in the state of Washington and are an employee, or the dependent child of an employee, not less than half-time with a state institution,
- are on active military duty,
- are an immigrant refugee or the spouse or dependent child of an immigrant refugee, or
- are a dependent of a Congressional member representing the state of Washington.

Contact the Registration Office for more information on additional legal requirements to qualify for these exemptions.

Those who do not meet the residency requirements or eligibility for exemption are assessed tuition and fees based on “non-residency” status.

CONSULT WITH ADVISORS

Advising is available to help plan a course of study and select the appropriate classes. Advisors provide information on programs of study as well as admission requirements of four-year institutions. Advising centers maintain a broad collection of catalogs/transfer guides from colleges, universities, and vocational schools.

Students can contact the advising centers by calling the campus, or using the web site for Central, and e-mail for North and South:

Central: <http://seattlecentral.org/advising>

North: AdvisorNorth@sccd.ctc.edu

South: advisorsouth@sccd.ctc.edu

PLACEMENT TESTS

All new students who are seeking a degree or certificate are required to take the English and math placement tests. Students not seeking degrees who plan to enroll in English, foreign language, math or natural science must also take placement tests. There is no fee for taking initial placement tests. Students who have already completed college level English and/or math with a 2.0 GPA or better, may not have to take placement tests.

REGISTER FOR CLASSES

Registration is the official process of enrolling in classes by either using online registration, or the Touchtone telephone registration, or completing an enrollment form and paying tuition. The Seattle Community Colleges operate on a quarter system. Students can pick up quarterly course schedules at campus registration desks, or call the Registration Office to have one mailed. Registration information is mailed to all new and current students. Currently enrolled students receive priority in registering.

Check the academic calendar on the inside cover of this catalog for the start date of each quarter.

Online/Touchtone Telephone Registration

Online registration via the college websites and Touchtone telephone registration are available for currently enrolled students seven days a week from 4 a.m. to 10 p.m. Students can call (206) 516-2955 to register for classes, add/drop classes, hear quarterly grades, make registration appointments, check financial status, change their PIN, or pay by credit card.

For more registration information or a copy of the latest class schedule contact one of the registration centers at each college.

Adding Classes

After initial registration, classes may be added during the first two weeks of the quarter on a space-available basis. Complete an Add/Drop form available at the Registrar's office. The instructor's signature is required.

Dropping Classes

To drop a course, complete the official withdrawal procedure:

1. During the first two weeks of the quarter, students may withdraw from a class with an Add/Drop form, and no record of the course will appear on the transcript.
2. From the third week through the eighth week of the quarter (sixth week in summer quarter), students may withdraw only after obtaining the instructor's signature on the Add/Drop form. A "W" will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than two (2) more times.
3. After the eighth week (sixth week for summer quarter) students may not officially withdraw from a class regardless of academic status.

Add/Drop forms are available in the Registration Office. Also see "W - Official Withdrawal," page 12.

NOTE: Students cannot officially drop a class simply by informing the instructor of the withdrawal or by ceasing to attend class. An Add/Drop form must be processed through both the Registration Office and Cashier before the course withdrawal is considered "official." Instructors have the option of issuing a failing grade to students who do not go through the official process. Failure to officially drop a class will likely result in a failing grade.

PAY TUITION & FEES

Students pay tuition and other fees at a Cashier's Office located at each of the three colleges (see Tuition & Fees, page 8). Checks in the exact amount are accepted for payment. VISA, Master Card and Discover credit cards are also honored for payment of fees.

CHANGE OF ADDRESS

Students must maintain a current mailing address on file with the college so they can receive correspondence regarding registration status, financial aid, grades, etc. Address changes should be reported to the Registrar's Office immediately. Address changes may be made via online students services at each of the college web sites, or at the Registrar's office.

Tuition, Fees & Financial Aid

TUITION & FEES

Tuition is determined by residency status (see Residency Requirements on page 4) and credit load. Rates listed here are for 1999-2000.

In determining fees, full-time status is considered 10-18 credits in a single quarter. A smaller credit load is considered part-time. Additional fees are charged for more than 18 credits.

NOTE: Financial aid recipients, international students, and veterans require a credit load of 12 or more to qualify for full-time status.

The Seattle Community College District reserves the right to change any of its fees or charges without notice.

Tuition is subject to change by the Washington State Legislature.

Credit Programs

FULL-TIME (10 TO 18 CREDITS)

Resident	\$544.80
Non-Resident	\$2150.80
Vietnam Vet (<i>resident</i>)	\$272.40*
Persian Gulf Vet (<i>resident</i>)	\$287.00*
Distance Learning (<i>non-resident</i>)	\$668.80

*Vietnam veterans must have enrolled prior to May 7, 1989, to be eligible for this benefit.

Technology Fee

A technology fee of \$3 per credit (a maximum of \$30) assures student access to the latest technologies to enhance the learning process. These fees help to equip student laboratories, including access to e-mail accounts.

Transportation Fee

A \$10 per quarter Transportation Management Fee is charged students enrolled for 10 or more credits. This allows those students to purchase at the campus cashiers' office a "Go Pass" bus pass, accepted by Metro and Sound Transit, at a substantial discount. As an alternative, these students can receive a voucher for a \$30 discount on a monthly buss pass. Eligible students can request a \$45 subsidy once a quarter as a reimbursement for passes on the ferry system or on other transit systems. For more information, call the Transportation Coordinator at each campus: North (206-526-0060); South (206-763-5157); Central (206-344-4393); SVI (206-587-4942).

Special Programs

Adult Basic Education ESL/GED Preparation	No Charge
Adult High School (<i>age 19 or older</i>)	
<i>Resident</i>	\$10.59/credit
<i>Non-resident</i>	\$54.48
Apprentice-Related	\$1.20/clock hour

Audited Classes

Fees for audited classes are the same as those for credit classes (except for senior citizens - See Non-credit, below).

Non-credit & Community Service Programs

Fee based on class operating costs. Minimum fee of \$5.00 for each course, except as noted above. Students will be given prior notice when courses require special equipment, supplies, laboratory or field trip fees.

Emergency Medical Training	\$8.17 per credit
Industrial First Aid	\$49.20 per credit
Senior Citizens	\$16.34 per credit
Senior Adult (<i>retirement classes</i>)*	\$5.00 per course
Parent Ed Cooperatives	\$8.00 per credit

*Two courses maximum (\$10.00 total) per quarter

Non-refundable Fees

Credit by Examination	\$49.20 per credit
GED Test	\$25.00
GED Test Retest (per section)	varies
Miscellaneous Testing	varies
Official Transcripts	\$3.00 each
Work Experience Evaluation	\$37.00

Other test fees administered by the colleges vary according to test.

Waivers for State Employees

State employees (employed 50% or more time) and National Guard members are eligible to have their tuition waived for up to a maximum of 6 credit hours of state-funded courses per quarter. (This does not include self-support courses.) Employees and National Guard members enrolling in courses on the basis of this policy register on a space-available basis beginning the second Tuesday of the quarter through the tenth class day of the quarter. A registration processing fee of \$20 is required (subject to change).

Paying Fees

Fees must be paid at the time of registration or by deferred deadline date. Students are not officially registered until tuition and fees have been paid in full.

Cashiers are located in the registration centers of each of the three colleges, where students pay tuition and other fees. Checks in the exact amount of the tuition and other fees are accepted for payment. VISA, Master Card and Discover credit cards are also honored for payment of fees. Cash machines are available on each campus. Students may also pay by phone by calling (206) 516-2955. For information on financial aid, please see page 9.

Refunds

Refunds are made according to the schedule below. NOTE: Fees are not returned automatically. Students must request a refund by completing an Add/Drop form.

Withdrawal due to class cancellation.....	100%
Before the first day of classes (less \$5 fee)	100%
During first 7 calendar days of quarter	80%
8th—20th calendar day of quarter	50%
After 20th calendar day of quarter	0%

Refunds for classes that do not follow the regular college quarter calendar are determined according to the time frame above, with time computed from the first day of class rather than first day of the quarter. Allow at least two to three weeks for processing of refunds. Refunds for Community Service classes are listed in the quarterly schedule.

Students who receive financial aid and withdraw from ALL classes should be aware that because of federal regulations, refunds are returned to the federal account. Contact the Financial Aid office for the refund policy.

Intensive English Institute

Refunds for Withdrawals

Prior to first class	100%
During first 5 calendar days of the quarter	80%
6th—14th calendar day of quarter	50%
After 14th calendar day of quarter	0%

FINANCIAL AID

Financial aid may be available to help make the student's education possible. Financial Aid offices can help students apply for grants, loans, work study, and scholarships. They also provide information on eligibility requirements, student rights and responsibilities in receiving aid, requirements for maintaining aid, planning a budget, and other financial concerns.

Eligibility

To be eligible for financial aid, a student must:

- Be a citizen, national, refugee, or immigrant to the United States.
- Have a high school diploma, a GED certificate, or demonstrate the ability to benefit from the educational program pursued.
- Demonstrate financial need as determined by the free application for federal student aid (FAFSA).
- Enroll in an approved certificate or degree program and take required coursework.
- Be registered with Selective Service, if required.
- Not owe a refund or repayment on prior financial aid received, or have a student loan in default at these or prior colleges attended.
- Make satisfactory academic progress as defined by each campus.

Types of Financial Aid

Three basic kinds of financial aid are available for students. Financial Aid may consist of one or more of:

1. GRANTS, SCHOLARSHIPS, & WAIVERS: Students do not repay grants, scholarships and waivers. Grants include Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Washington State Need Grant (SNG). A variety of scholarships is offered. Amounts, eligibility criteria and deadlines vary. Check with the Financial Aid office for information and application forms.
2. EMPLOYMENT: Work-Study programs provide part-time employment.
3. LOANS: The Federal Stafford Loan is not available. Contact the campus Financial Aid office for other loan programs.

College Expenses

Student expenses include estimates of all school and basic college living expenses for the academic year (fall, winter, and spring quarters). Information on student budgets can be found in the Consumer Information brochure available at each campus.

How to Apply

Students may pick up a paper application packet from the Financial Aid office or apply on the Web at <http://www.fafsa.ed.gov>. Be certain to complete the application according to instructions.

When to Apply

All application documents must be accurately completed and delivered to the Financial Aid office by the published deadline date (approximately one month before the first day of the quarter). To accomplish this, students should first file their tax returns and then begin the application process at least three months before the quarter begins. It is recommended that the student begin this process as soon as possible. For exact dates and more detailed deadline information, see the deadline section of the Consumer Information brochure available at each campus.

Students need to apply only once each school year, but they must reapply every year of attendance. Applications are processed in the order received. Late applicants must plan to pay for their own tuition by the tuition deadline and purchase their own books so that they are ready to begin class on the first day of school. Eligible, late aid applicants will have aid disbursed to them later in the quarter.

How Financial Aid is Determined

From the information provided on financial aid forms, a determination is made of the amount a student is expected to contribute toward his or her expenses for the academic year. The amount a student can pay is subtracted from the cost of attendance to determine the amount of aid.

Notification

Students are mailed a financial aid notification letter indicating award types and amount per quarter. It is important to read the award notice carefully, sign and return it to the Financial Aid office. Students are also notified by letter if they are ineligible for financial aid.

Disbursement of Funds

Financial aid grants and tuition waivers are first applied to tuition and fees charged at cashiering. Any remaining balance of grants and loans is disbursed to the student in the form of a check. Work-study awards are disbursed through a payroll check every two weeks as the money is earned. Each campus gives detailed instructions regarding disbursement of funds.

Students receiving support from outside agencies should make certain the agency has sent its authorization to the financial aid office at least a week before the tuition payment deadline.

Tuition, Fees, Financial Aid

North	(206) 527-3688
Central	(206) 587-3844
South	(206) 764-5317

Maintaining Eligibility

Students are required to make satisfactory academic progress in their chosen course of study. Check with the campus Financial Aid office for requirements.

Withdrawal Penalties

If a student withdraws from school or drops more than the required credits to maintain aid, financial aid stops. Tuition refunds are not returned to the student but credited to the appropriate financial aid account. In the case of official withdrawal, students may be required to repay a percentage of their cash disbursement and/or tuition and fees. If a student drops out without notifying the school, he/she may be billed for the entire amount. Repayment is required before receiving consideration for any further aid or transcripts can be released to another institution. Please contact the campus Financial Aid office for details.

Financial Assistance for Veterans

The Veterans' Affairs office provides services to help veterans and eligible dependents receive and maintain VA educational benefits while in school. Benefits handled by college staff include the Montgomery G.I. Bill, Veterans Education Assistance Program/VEAP, Benefits Program for Dependents and Widows, Selective Reserve Assistance Program, Vocational Rehabilitation Program, and others. The office maintains attendance records and monitors academic progress, provides tutorial and work-study benefits for some veterans, makes counseling referrals for academic or personal problems, and approves eligibility for tuition discounts for veterans who served in Southeast or Southwest Asia.

To receive benefits students must contact the Veterans' Affairs campus office prior to the beginning of the academic quarter. If students are transferring from another school or are applying through the Veterans Administration, they must also contact the office to ensure all application requirements have been met. All veterans must apply for a credentials evaluation as soon as possible and notify the office immediately of any changes in address, program, dependents, enrollment, etc.

It is important that students be aware of all requirements outlined by the college and the Department of Veteran's Affairs to fulfill educational objectives. Veterans and eligible dependents receiving benefits are required to maintain specific academic standards in order to retain benefits. Some classes or courses of study are not certifiable for benefits.

Information Changes

Information in this publication regarding Financial Aid is subject to change without notice and does not constitute an agreement between the colleges and the students.

International Students

The Seattle Community Colleges welcome students from other countries for study in excellent academic and technical programs as well as intensive English programs. The colleges are committed to fostering international awareness and understanding and to encourage the sharing of ideas and cultures generated by the presence of international students.

Admission Guidelines

Applicants must be 17 years of age at the time of enrollment. Students who would like to transfer credit from a post-secondary institution outside the United States should check that official transcripts are on file with the college they are attending.

Each college has different admission procedures and registration schedules. For additional international student information refer to the specific college sections within this catalog or contact the offices listed below.

The applicant must demonstrate adequate financial support to cover the period of study (to meet visa requirements) by presenting sponsor documentation with the signature of a parent, sponsor, or government agency. Financial aid funds are not available to international students. However, individual campuses may have scholarship awards designed for international students.

Application for admission does not guarantee acceptance. Students should not plan to attend the college until they have received official notification of admission.

NOTE: It is recommended that international students begin the application process WELL IN ADVANCE of the quarter for which admission is desired in order to process the application, make necessary arrangements for passport and visa, and resolve any problems. A multiple-entry, rather than single-entry, visa is recommended.

Enrollment Guidelines

Students must:

- Comply with U.S. Immigration and Naturalization (INS) regulations by maintaining a valid passport, I-94 and I-20.
- Complete 12 credit hours each quarter (as assigned by an advisor) while maintaining a satisfactory grade point average.
- Provide proof of medical and accident insurance coverage or purchase the college insurance plan at the time of registration. This is required to prevent possible financial difficulties in the case of illness or accident.

Services

Services include college and cultural orientation, immigration and academic advising, social activities, trips, transcript evaluation for credit transfer, and housing referrals. Students should arrange for housing assistance one month prior to their arrival in Seattle and arrive in time for new student orientation.

Students should contact the Seattle Community College campus they plan to attend for more details and information.

North

International Student Programs
North Seattle Community College
9600 College Way North
Seattle, WA 98103 U.S.A.

Telephone (206) 527-3672
Fax (206) 527-3794

e-mail: isp@sccd.ctc.edu
<http://www.gonorth.org/isp/>

South

International Programs Office
South Seattle Community College
6000 16th Avenue S.W.
Seattle, WA 98106 U.S.A.

Telephone (206) 764-5360
Fax (206) 764-5836

e-mail: ip@sccd.ctc.edu
<http://www.sccd.ctc.edu/~ssglobal>

Central

International Education Programs
Seattle Central Community College
1701 Broadway
Seattle, WA 98122 U.S.A.

Telephone (206) 587-3893
Fax (206) 587-3868

e-mail: iepsccc@sccd.ctc.edu
<http://www.sccd.ctc.edu/~ccglobal>

Grades & Credits

GRADING SYSTEM

The Seattle Community Colleges use a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

A	4.0-3.9		C	2.1-1.9	Average
A-	3.8-3.5	Excellent	C-	1.8-1.5	
B+	3.4-3.2		D+	1.4-1.2	
B	3.1-2.9	High	D	1.1-0.9	Minimum
B-	2.8-2.5		D-	0.8-0.7	
C+	2.4-2.2		E	0.0	Unsatisfactory

Grade-point average (GPA) is determined by dividing total points earned by total credit hours attempted.

Non-traditional Grading Options

The letter grades listed below may also be used. These grading options are not as universally accepted as the above numerical system and a student's total academic record may be reduced by the number of credit hours received for non-traditional grades if evaluated by another institution with a numerical system. Students may jeopardize future educational opportunities, particularly for graduate or post-baccalaureate study, when other systems of performance evaluation are used. Certain non-traditional grades may also jeopardize financial aid status.

I—Incomplete. Indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Coursework must be completed during the following quarter, excluding summer quarter. If the student fails to remove the "I" by completing the coursework in the specified time period, the "I" will remain on the transcript. The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the chair of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.

S—Satisfactory With Credit. Used for individual progress, clinical, and skill development courses. This symbol is not used for college transfer courses numbered 100 and above, except designated pass/fail courses as approved by the Office of Instruction.

N—Audit. To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the second week of the quarter without instructor's signature or the end of the eighth week (sixth week of summer quarter) with instructor's approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an "N" is issued, the course may be repeated only once. If the instructor's requirements for an "N" are not satisfied by the student during the course, the instructor may issue an "NC" (No Credit) symbol.

Students changing their status from audit to credit or credit to audit must make official changes within specific deadlines.

NC—No Credit. Indicates that the student did not fulfill the requirements for receiving an "S" grade or a numerical grade in the course. A student in good standing may request an "NC" symbol from the instructor prior to the final examination, granted at the instructor's discretion. After an "NC" is issued, the course may be repeated only once. An "NC" does not affect a student's GPA.

W—Official Withdrawal. This grade will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than two (2) more times. (See "Adding or Dropping Classes" page 7.)

Y—Ongoing Course. Used for a course that is two or more quarters in length. The final grade for the course will be reported at the last quarter.

Credit by Examination

Colleges may award credit by examination to a student not formally enrolled in a class by requiring the student to pass a comprehensive examination on the subject matter of the courses.

Students must have completed a minimum of 9 residence credits with a grade of "C" or better before applying for credit by examination. Credits earned by examination shall be graded and each division or department will determine the minimum grade standards for granting credit by examination.

The charge for taking such an examination will vary, but shall not exceed the standard resident tuition and operation fee charged for the number of credits earned, excluding the services and activity fee. This charge shall be in addition to fees paid for a regular college enrollment.

Credits earned by examination will be noted as such on the transcript. Credits by examination (as well as credits by experiential learning) may not exceed 25% of the necessary credits for a degree or certification. Credits earned by examination are not considered residence credits.

Repeating a Course

There are two situations in which a student may repeat a course. Both the initial course and the repeated course must be taken at the same campus.

1. To get a better GPA. If a student wishes to improve his/her GPA, any credit course may be repeated no more than two (2) more times, and, upon request to the Registration Office, use the highest grade received for computing the GPA. Unless specifically requested, the first and repeat grades will be averaged.

The student will be credited only once for the class. It is the student's responsibility to notify the Registration Office when the repeated course is completed.

2. Multi-quarter continuous training courses. A continuous or ongoing program course that uses the same course number from quarter to quarter, for example, music performance classes, is considered a repeat course. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

NOTE: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. It is recommended that students check with the advising office before repeating a class to determine potential course transfer difficulties.

Grade Errors or Changes

Grade errors or grade changes should be reported to the Registration Office within two consecutive quarters from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process as outlined in the complaint procedure available through the Vice President for Student Services' office at each college.

After a course grade has been assigned, supplemental or additional class work will not be accepted for the purpose of changing that grade except in the case of an "I" (incomplete) grade. NOTE: Students must complete the course work as directed by the instructor during the following quarter (excluding summer quarter).

Ordering Transcripts

Students who want to obtain an official transcript (a copy of a student's permanent academic record) must request it in writing from the Registration Office. Cost is \$3 per copy and requires two working days for processing. Official, sealed transcripts are required by other institutions when students transfer. In compliance with the Family Educational Rights and Privacy Act of 1974, grade transcripts will be released only upon written request.

Students can get an unofficial transcript for themselves at no cost, upon request or via Student Online Services at the college web site. Transcripts will not be released if students have not fulfilled all financial obligations to the college.

Students who want their GED transcript (copy of their test scores), must send a written request to the Testing office, and include their social security number, sign the request, and pay the \$3 charge per copy.

ACADEMIC STANDARDS

Academic Recognition

Students are recognized for outstanding academic achievements by making the Dean's List or President's List at the college they are currently attending.

DEAN'S LIST - Student must have 10 or more credits per quarter and 3.5 quarterly.

PRESIDENT'S LIST - Student must have accumulated 30 or more credits and a 3.8 or higher GPA.

Minimum Standard

Students must maintain a cumulative GPA of 2.0 each quarter. Students on financial aid who earn less than the required GPA, or who fail to complete 60 percent of the credit hours for which they enroll, will receive a notice of low scholarship. Students whose GPA is below the minimum for three consecutive quarters may not be allowed to re-enroll without special permission. Individual divisions may have higher requirements.

Attendance Policy

Students may not attend any class unless they have been officially registered, paid fees and received a valid receipt from the college cashier.

Instructors may not allow a student to attend their class if the student's name is not on the official class roster issued from the Registrar's Office. Students who are officially enrolled in credit classes must be in attendance or communicate

with the instructor no later than the first scheduled session of day classes or second session of evening classes. Students who are absent without prior approval of the instructor or the division/department chair may be withdrawn by the college.

NOTE: Students should not assume that they have been dropped if they have not attended class on the first day. This procedure is usually implemented only when there are other students waiting to enroll in that class.

GRADUATION

Students nearing graduation must review graduation requirements with an advisor. After it is determined that the student will complete the course work required, it is the student's responsibility to apply for the award. Applications are available in the Registration Office and division offices. Upon approval, the award will be issued. (Refer to your program of study for requirements on specific certificates and degrees.)

NOTE: With approval of the associate dean, students may elect to graduate either under the catalog in effect at the time they complete the graduation requirements or under the provisions of an earlier official catalog, provided not more than five years have elapsed since the student first enrolled under that earlier catalog and provided the courses required for completion are still offered. The associate dean may make suitable substitutions in cases where courses are no longer offered.

Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied. Contact the transfer institution for current requirements.

When to Apply

At Central and South, students apply during the quarter prior to the one in which the award requirements will be completed. At North, students apply by the end of the second week of the quarter in which they plan to graduate.

Transfer-In Credits

At Central and South, an Incoming Academic Transcript Evaluation application may be submitted as soon as application to the college in a specific program is made and transcripts from other institutions are received. At North, students may apply for transfer-in evaluation after they meet the requirements listed above and enroll in their first quarter. All three colleges send the student a copy of their evaluated course work.

Students must apply to have their transfer credits evaluated no later than one quarter prior to making application for graduation at Central and South, and two quarters prior at North.

Graduation Requirements

To earn a degree within the Seattle Community Colleges, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 30 credits must be earned from the Seattle Community College District colleges.

Certificate/ Degree/ Transfer Programs

COLLEGE TRANSFER & FINE ARTS

College Transfer Program

The College Transfer program offers courses in a wide range of academic fields common to undergraduate study in colleges and universities. These courses meet requirements for associate's degrees and will transfer to four-year institutions within guidelines established by those schools.

The community college degree which offers the most direct route for transfer is the Associate of Arts (A.A.) degree. This degree is accepted by most of Washington's four-year institutions and often constitutes the first two years of work toward a bachelor's degree. Although these lower division courses concentrate on the general education components of the degree, it is recommended that students focus the lower division courses toward their intended majors. Students should check with the Academic Advising Office on campus. At most four-year schools, upper division coursework for one's major is completed in the last two years.

The Associate of Science (A.S.) degree is also intended to be a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing. Please contact an advisor for more information on this degree program. For specific courses leading to a pre-major in a number of science fields, refer to the College Transfer section for each college.

Students planning to earn an A.A. or A.S. degree must meet minimum standards of preparation. Those whose records and test scores indicate a need for additional preparation may be required to complete preliminary work in the college preparatory program.

Certificate in Fine Arts

The Certificate in Fine Arts (C.F.A.) requires 45 to 90 credits depending upon the area of specialty (art, drama, and jazz). Art and drama require six quarters.

NOTE: Although the C.F.A. is professional in nature and prepares the student for further study in the selected major, it does not transfer to a four-year institution.

For specific requirements and recommendations to attain the certificate or associate degree in fine arts, refer to North's College Transfer section.

Associate of Fine Arts

North Seattle offers an Associate of Fine Arts (A.F.A.) degree in art and in music. Both degrees require at least two years of study and include many of the A.A. degree requirements as well as specific requirements in either art or music. While the A.F.A. degree prepares students to transfer to four-year institutions, the only college to which an A.F.A. recipient can currently transfer with junior standing is The Evergreen State College.

Because faculty coaching of studio and performance work is essential for this degree, students must earn at least 30 credits at North, including the final quarter of the program. A cumulative grade point of 2.0 or better must be maintained.

Associate of Arts

An Associate of Arts (A.A.) degree requires the completion of 90 credits in courses numbered 100 and above, with a cumulative grade point average of 2.0 or better. At least 30 credits must be earned at the community college granting the degree, with the final 15 credits taken at that college. See page 17.

Students who achieve an A.A. degree often transfer to a four-year institution to earn a Bachelor of Arts (B.A.) degree.

Associate of Science

Beginning Fall Quarter 2000, a new Associate of Science transfer degree will be offered at the Seattle Community Colleges. This degree is intended for students who wish to transfer as juniors to four-year institutions in the state of Washington.

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. 30 credits must be earned at a Seattle Community College.

Two differing focus of study options will be offered:

- (1) biological sciences, environmental/resources sciences, chemistry, geology and earth sciences
- (2) engineering, computer science, physics and atmospheric science.

Core requirements include English 101 and 102; a Speech course; Math 124, 125, 126, and 240; Computer Science 142; and 15 credits in Humanities and Social Sciences (engineering majors must take CHE 140).

The former Associate of Science Degree remains in effect, but will be phased out by Fall 2001. Students are advised to consult with an advisor or counselor for more specific information.

Associate of Arts/Business Options

This degree is designed for students who wish to pursue a business or business administration degree at a four-year college or university. Students may select from two options. Contact the campus advising office.

Associate of Science/Pre-Engineering

This program is designed specifically for engineering pre-majors and is available at all three campuses.

Start-To-Finish Evening Degree

Individuals unable to attend college classes during traditional daytime hours may take advantage of the Start-To-Finish Evening Degree program offered by the Seattle Community Colleges and the University of Washington. The program is designed to allow students to complete a two-year community college Associate of Arts (A.A.) transfer degree in classes offered during evening hours or through distance learning. Qualified students may then continue at the University of Washington to complete their Bachelor of Arts degrees; participation in the Start-To-Finish Evening Degree program alone does not guarantee admission to the UW. Degrees earned in the Start-To-Finish program are the same as those earned by day students. Day students may enroll for evening degree courses, and day and evening courses may be combined for the evening degree. Students may enter at any quarter in the academic year. Advisors can

assist new students and those who have already completed some college work, and help them to create their two-year academic plans. For information, prospective students should contact the advising center at one of the colleges.

COLLEGE TRANSFER INFORMATION

Students who plan for transfer to a specific college or university should work with a counselor or transfer advisor, and request transfer information from the four-year institution(s) they want to attend. These procedures are even more important for students who wish to transfer but also don't intend to earn the A.A. degree. Most four-year schools have special requirements for transfer of courses without the A.A. degree.

Transfer Assistance

Transfer services and information are available at all three Seattle Community Colleges through the campus Advising/Transfer Center. During their first few quarters of study at Seattle Community Colleges, students are encouraged to explore the various options for majors at the four-year institutions and to become knowledgeable about admissions and graduation requirements for each.

Representatives from local four-year institutions meet with Seattle Community Colleges students on an individual basis at all three campuses to provide information regarding admissions deadlines and transfer requirements.

Group information sessions are also scheduled on each campus, providing students an opportunity to meet with faculty and college admissions representatives from different majors.

Ultimately, it is the student's responsibility to become knowledgeable about the admissions and graduation requirements of the four-year institution that he or she plans to attend.

Transfer Policy

The Seattle Community Colleges subscribe to the statewide Policy of Inter-College Transfer and Articulation Among Washington Public Colleges and Universities, which recognizes academic credits earned at other accredited collegiate institutions which are essentially equivalent in academic level and nature to work offered at the Seattle Community Colleges.

The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes.

Transfer Agreements

The colleges and universities listed below recognize the Seattle Community Colleges' A.A. degree as satisfying general education requirements and will grant junior status on transfer. This does not imply that students will automatically be admitted to a major department.

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- The Evergreen State College
- Gonzaga University*
- Heritage College*
- Northwest College

- Pacific Lutheran University*
- Seattle Pacific University*
- Seattle University*
- University of Puget Sound*
- University of Washington (College of Arts & Sciences only)*
- Washington State University
- Western Washington University
- Whitworth College*

*General university requirements not met automatically.

University of Washington Additional Transfer Requirements

The University of Washington requires that each transfer student complete at least 5 credits in English composition and an additional writing course or two W-prefix courses. A W-prefixed course includes a substantial writing component as an integral part of the course. To determine W courses, please refer to individual quarterly class schedules or contact a college transfer advisor.

Student Rights & Responsibilities

Students have the right to fair and equitable treatment from the public colleges and universities of the state of Washington. They have the right to expect that colleges will make reasonable efforts to make accurate and current information available. It is the students' responsibility, in turn, to obtain all necessary information concerning their educational objectives and changes in academic plans. Students who change their majors or degree programs are fully responsible for meeting new requirements. The colleges will make every effort to help make transitions as smooth as possible.

Review & Appeal

Students encountering transfer difficulties should first seek resolution through the receiving institution's transfer officer. If the problem is not resolved at this level, students may appeal in writing to the transfer officer of the sending institution. The transfer officers will attempt to resolve the problem. If the issue is not resolved within two weeks, the matter is referred to the two chief academic/instructional officers for resolution. Within two weeks a decision will be made by the receiving institution. Unresolved disputes are referred to a special committee for review and recommendations. The chief academic officers of both institutions must respond to committee recommendations within four weeks, in a formal report indicating actions to be taken to resolve the problem.

Transfer of Credits

Students who plan to transfer to a four-year college or university are advised to give careful consideration to the following information:

1. Students transferring to a four-year institution may apply a maximum of 90 (quarter) transferable community college credits to a baccalaureate degree.
2. It is possible to transfer with fewer than 90 credits, but special requirements may be imposed.
3. Students who possess an A.A. degree may need to meet additional admission requirements at some four-year institutions.
4. Transferable courses are numbered 100 and above, but not all courses so numbered are transferable.
5. Unless a transfer agreement with the Seattle Community Colleges is in effect, the four-year school may impose additional general education requirements.
6. Graduation requirements for the bachelor's degree are established by the four-year institution. Students at the community college should choose courses according to graduation requirements of their chosen college or university. Students planning to transfer should make plans as early as possible in their college programs using the following guide:
 - Obtain a current catalog of the chosen school to determine entrance requirements and suggested freshman and sophomore programs in the major field of interest.
 - Confer with a college advisor about fulfilling these requirements.
 - Confer with an admissions officer at the four-year institution regarding further curriculum and transfer regulations.
 - Check carefully a quarter or two before transfer to be certain all requirements will be met to the satisfaction of the four-year institution.

PRE-PROFESSIONAL STUDIES ASSOCIATE DEGREE

This section applies for transfer to the University of Washington ONLY.

Business or Engineering

These degrees are designed for students transferring to the University of Washington to major in either business or engineering. Each degree consists of the 90 credits that are required by these majors in the first two years of the four-year degrees. Completion of the degree requirements does not guarantee admission to the department. See the advising offices at North Seattle, South Seattle or Seattle Central Community College for specific degree course requirements.

Science Pre-Majors

Listed below are a variety of pre-majors in the sciences for college transfer. It is recommended that students start in the freshman year if they wish to complete their lower-division work in two years. For assistance and a list of courses regarding these pre-majors and others, contact an advisor. It is also important that students consult with a department advisor from the 4-year school to which they plan to transfer.

NOTE: Pre-dental and pre-medical school students who plan to apply to dental or medical school may major in any field. Students interested in dentistry or medicine should gain as much exposure to the profession as possible, e.g., observing or assisting in a dental office or volunteering at a dental clinic. Majoring in a biological science does not increase the chance of admission to dental school. A broad background in humanities and social sciences is encouraged.

Astronomy	Mathematics
Atmospheric Science	Medical Technology
Biochemistry	Microbiology
Biology	Occupational Therapy
Botany	Oceanography
Chemistry	Pharmacy
Computer Science	Physical Therapy
Engineering	Physics
Environmental Health	Pre-Dentistry
Fisheries	Pre-Medicine
Forestry	Pre-Veterinary
Genetics	Pulp and Paper Science
Geological Sciences	Statistics
	Zoology

ASSOCIATE OF ARTS TRANSFER DEGREE

The Associate of Arts degree is a 90-credit transfer degree which fulfills the general education requirements for most four-year degrees in arts and sciences.

Effective Fall quarter 1996, new students entering North, South, or Seattle Central Community College must complete the A.A. requirements listed below. Courses must be numbered 100 and above and meet the credit distribution requirements as outlined:

Basic Requirements 15 credits

English 101 and 102 10
 Mathematics/Quantitative Reasoning* 5

*May be fulfilled by an approved college transfer math or "Q" (quantitative reasoning) course for which intermediate algebra or placement out of it is a prerequisite. This prerequisite may not be waived. Intermediate algebra is a graduation requirement. This requirement may be satisfied by taking a course in intermediate algebra. Also, if intermediate algebra or equivalent was taken within the last ten years, this requirement is satisfied. Contact your campus advising office for courses which satisfy this mathematics/quantitative reasoning requirement.

Distribution Requirements 50 credits

(Courses appearing on more than one list may be applied to one list only)

Special Requirements: Within the distribution requirements or electives below, students must take:

- a) a minimum of 10 credits in integrated studies ("IS") in individual courses, linked courses, or coordinated studies programs, and
- b) a minimum of 5 credits in Speech/ "S" (speaking component) courses.

NOTE: These are not additional credits, but are taken as part of the 50 Areas of Knowledge requirement credits.

Contact your campus advising center for courses which satisfy the "IS" and "S" requirements.

Information competence and technology appropriate to course content will be an integral part of the A.A. degree curriculum.

AREAS OF KNOWLEDGE: VISUAL, LITERARY, AND PERFORMING ARTS 15 credits

Choose from a minimum of two of the following three categories. Choices must include three different course prefixes; no more than 5 credits may be taken in each of the following areas: foreign languages, studio or performance classes, or History of Ideas.

- Language and Speech
- Literature or History of Ideas
- Music, Art, and Drama

Contact your campus advising center for course listings in each category.

INDIVIDUALS, CULTURES, AND SOCIETIES 20 credits

Choose 10 credits from Individuals and Societies and 5 credits each from United States Cultures and Global Studies. Choices must include at least three different prefixes:

- Individuals and Societies
- United States Cultures
- Global Studies

Contact the campus advising center for course listings in each category.

THE NATURAL WORLD 15 credits

Choose from a minimum of two of the following three categories. Choices must include a minimum of three different prefixes; 5 credits must be in a lab science. No more than 5 credits may be taken in a Language of Science course or in a SCI-prefix course. A maximum of 5 credits may be taken from the following prefix group: GEG, PSY, or ANT.

- The Physical Universe
- The Living World
- Science, Technology, and the Environment – or – The Language of Science

Contact your campus advising center for course listings in each category.

Electives 25 credits

All college transfer courses numbered 100 or above may be taken for elective credit. Accounting, business administration, and transfer engineering classes also count as elective credit.

A maximum of 15 credits may be taken from the following:

- Vocational courses numbered 100 and above
- Human development courses (HDC) numbered 100 and above (3 credit max.)
- Library courses (3 credit max.)
 Physical Education courses (3 credit max.)
- Cooperative Work Experience (CWE) numbered 100 and above (5 credit max.)

See the advising offices at North Seattle, South Seattle or Seattle Central Community College for listings of courses which satisfy degree requirements.

Total Credits for A.A. Degree 90 credits

Technical, Professional & Occupational Programs

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (A.A.S.) degree prepares students for employment through development of technical and related skills and instruction in academic subjects appropriate to the occupational field.

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative grade point average, unless G.P.A. requirements in individual programs differ. Students should consult an advisor or division counselor for specific G.P.A. requirements in their programs of study. At least 30 credits must be earned in residence and at least 15 credits (and final quarter attendance) must be taken at the degree-granting college. The degree may be earned in most occupational education programs including communications and design, health, service, technology, and industrial occupations.

Programs are designed and constantly updated by advisory committees made up of local industry leaders and labor representatives to reflect current employment trends. Instructors bring industry experience as well as education and training to the classroom. All instructors hold vocational instructor certificates and stay informed of industry changes.

A core of general education and/or related instruction courses is regarded as essential for all A.A.S. degree programs and all certificate programs of an academic year or more in length. Courses in communications, computation, human relations and other courses selected from humanities, natural sciences and social sciences are required. Additional topics may include safety and environmental awareness.

Some courses in A.A.S. degree programs may transfer to four-year colleges or universities. Consult a program advisor or transfer institution prior to enrollment concerning course transferability.

See program listings in this catalog for specific requirements and credit distribution in each field.

Occupational Education Certificate Programs

Certificate programs prepare graduates for employment in technology, health, service, maritime, communications and design occupations. Requirements include satisfactory completion of an approved program of study with a minimum 2.0 cumulative grade point average. For admission to a certificate program, an applicant must be at least 18 or be a high school graduate.

Tests and a minimum proficiency may be required for certain programs. Education and work experience may be accepted to satisfy part of the certificate requirements if specifically related to the individual program of study.

A majority of credits must be completed at the college granting the certificate. Credits earned in certificate programs are generally applicable toward the A.A.S. degree.

ACADEMIC & OCCUPATIONAL PROGRAMS

Degrees and certificates are offered in the program areas listed below.

Courses of Study

Offered at N-North, C-Central, S-South, V-SVI

Academic Programs

Associate of Applied Science Degree NSC
Two-year degree that can also transfer to a four-year college or university

Associate of Applied Science Degree in Engineering NSC
Engineering pre-major for transfer to a four-year college or university

Associate of Arts Degree NSC
Two-year degree that can also transfer to a four-year college or university

Associate of Fine Arts Degree (Art, Music) N

Basic Studies NSC

Adult Basic Education (ABE)
English as a Second Language (ESL)
General Education Development (GED)
High School Completion
Pre-College Education

Coordinated Studies NSC

Team-taught, combined courses focused on a central theme to help students make connections among programs in the humanities, social sciences, and natural sciences

Distance Learning NSC

3D Animation/Multimedia courses
Correspondence courses
Interactive Multimedia courses
Northwest Teleweb College
Online courses
Telecourses
Videocassette courses

Fine Arts Certificate (Art, Fine Arts, Drama, Jazz) N

Occupational Programs

Aeronautical Technology S

Options: Aviation Airframe Mechanic; Aviation Powerplant Mechanic;
Aviation Maintenance Airframe & Powerplant

Auto Body Collision Repair S

Automotive Technology S

Diesel and Heavy Equipment Technology S

Seattle Jobs Initiative (SJI Office Occupations) V

Truck Driving (Commercial) S

Business / Accounting

Accounting/Bookkeeping NS

Business Computing SV

Business Information Technology NSC

Computerized Accounting NV

Computer Information Processing Specialist V

Customer Service N

Entrepreneurship N
 General Business N
 International Business N
 Legal Secretary N
 Supervision and Management S
 Tax Practitioner N

Child & Family Studies / Early Childhood Education
 Child & Family Studies – See Social and Human Services C
 Early Childhood Education N
 Options: Child Care Director; Early Childhood Education; Early Childhood Special Education; Family Day Care Provider; Habilitation Specialist; Paraeducator

Computing
 Computer Information Systems N
 Options: Programming; Software Testing Specialist; Technical Support Specialist; Web Software Developer
 Computing Technology S
 Options: Computer Applications / Help Desk; LAN Software Engineering; LAN Service Technician; Webmaster - Web Design & Multimedia Publishing & Administration
 Information Technology C
 Options: Applications Support; Programming
 Network Technology / Multimedia N
 Technical Communications C

Construction/Building Trades Apprenticeship Training
 Pre-Apprentice, Apprentice, & Journey-Level Training/Retraining . SV
 Includes: carpet/linoleum/tile laying, cement masonry, construction line/power line clearance/tree trimming, electrical, glazing, ironworking, meatcutting, painting, welding
 Wood Construction C
 Options: Cabinetmaking & Fine Woodworking; Carpentry; Marine Carpentry/Boatbuilding; Wood Construction***

Cosmetology
 Aesthetician V
 Cosmetology SV

Culinary Arts / Food Service / Hospitality
 Catering & Banquet Operations S
 Commercial Cooking N
 Culinary Arts Degree or Certificate NC
 Dining Room Service N
 Pastry and Specialty Baking S
 Restaurant Cooking, Restaurant Management N
 Restaurant & Food Service Production S
 Specialty Desserts and Breads C

Drafting/ CAD Technologies
 Construction and Design Drafting with CAD N
 Technical Drafting and Design S

Electrical / Electronics / Instrumentation / Engineering / Industrial Engineering
 Biomedical Equipment Technology N
 Digital Computer Electronics (Computer Hardware) N
 Electronic Communications N
 Electronics Engineering Technology N
 Electronics Technology N
 Engineering Pre-Major (Transfer to 4-year college) NSC
 Engineering Technology S
 General Electronics N
 Heating, A/C & Refrigeration Design Technology (HVAC) N
 Industrial Power & Control Technology N
 Telecommunications Systems Management S
 Watch and Clock Technology N
 Wireless Communications Technology C

Fire Command & Administration
 Fire Officer Development C
 Advanced Fire Officer Development C

Health-Medical Professions
 Acute Care / Certified Nursing Assistant V
 Allied Health Sciences N
 Biotechnology C
 Dental Assistant V
 Emergency Medical Technician N
 Industrial First Aid and Safety S
 Interpreter Training / DEAF Interpreter/Training C
 Medical Assisting NV
 Medical Office Administration V
 Nursing Assistant N
 Nursing (Practical) N
 Nursing (Registered) C
 Ophthalmic Technician C
 Opticianry C
 Pharmacy Technician N
 Respiratory Care C
 Surgical Technology C

Industrial / Manufacturing Technology
 Hazardous Materials Handling & Management S
 Industrial Machining Technology S
 Industrial Manufacturing Technology S
 Landscape / Floristry S
 Manufacturing Technology S
 Quality Assurance Technology S
 Supervision & Management S
 Welding Fabrication Technology S

Floristry
 Floristry Marketing & Management S
 Landscape & Environmental Horticulture S
 Options: Design & Construction; Nursery Management; Urban Forestry

MARITIME TRAINING

Seattle Maritime Academy

Marine Deck Technology	C
Industry Training: marine firefighting, law, net hanging, rigging, basic marine hydraulics, basic seamanship and deck skills, celestial navigation	
Marine Engineering Technology	C

Design / Arts / Media / Graphics

Apparel Design and Services	C
Arts Management	C
Commercial Photography	C
Film and Video Communications	NC
Graphic Design and Illustration	C
Graphic Imaging / Printing Technology	C
Network Technology / Multimedia	N

Real Estate

Real Estate Certificate and Degree	N
Options: Appraisal; Brokerage; Escrow; Investment/Commercial Sales; Loan Officer; Loan Processor; Property Management; Sales; Washington State Department of Licensing Real Estate Certificate	

Social & Human Services

Chemical Dependency Specialist	C
Child and Family Studies	C
Community Health Advocate	C
Corrections Officer Training	CS
Parent Education	N
Social & Human Services	C

TEACHING / TRAINING

Vocational / Educational

Occupational Teacher/Trainer (Vocational Instructor Certification)	S
Professional Education Development	C

Work Experience / Cooperative Education

On-the-job learning for college credit	NSC
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Careers, Placement & Counseling

CAREER INFORMATION CENTERS

The Career Information Centers at each college provide assistance to students exploring career decision-making, job outlook, re-entering the labor market, changing career paths or personal life directions.

Career specialists or counselors help students explore career and training opportunities, examine salaries, working conditions and employment outlook of various careers, assess career interests, aptitudes and attitudes, and learn successful job-hunting techniques, including resumé-writing and interviewing.

Self-serve resources are also available, such as current occupational information, college and university catalogs, trade and technical school information, armed services information, career games, self-awareness materials, tips on job application strategies, tours of industry and training programs for a close-up look at various occupations.

Group sessions and courses are available on topics such as career planning, stress reduction, time management, study skills, critical thinking skills, test taking strategies, motivation, effective interpersonal relationships, decision-making, and college survival.

Services vary from campus to campus. While appointments are recommended, walk-in counseling is available daily.

COOPERATIVE EDUCATION & CAREER PLACEMENT SERVICES

This office provides employment-related services to students, including part-time, full-time, seasonal, internship, and volunteer listings; resume and employment letter critiques; mock interviews; free printed information on job search procedures; employer/agency on-campus recruiting; and an annual Career Fair.

Through the Cooperative Education Program, students can earn credit for work experience, paid/unpaid internships, and volunteer services. Advantages of Cooperative Education include the opportunity to explore or clarify career choices; acquire career-related experience; and improve existing skills or learn new skills applicable to future employment.

For more information contact the Cooperative Education & Career Placement Services office on campus.

COUNSELING SERVICES

Counselors, who are faculty members with a minimum of a master's degree in counseling, provide various services to help students reach their goals. They assist students in the following areas:

Educational Counseling

Assist currently enrolled students and those thinking of enrolling in developing educational goals and a plan of action for achieving them. Pre-admission counseling provides guidance on student assessment and the appropriateness of academic and vocational choices.

Counselors also help students develop effective study skills, manage time more effectively, cope with math and test anxiety and improve test-taking skills.

Student Assessment/Evaluation

Interprets a variety of tests to assist in educational placement, vocational choices and life planning.

Career Counseling

Provides help to students in exploring career options and in making vocational/academic choices.

Teaching and Facilitating

Provides instruction through Human Development classes which include college survival, study skills and career exploration.

Group counseling includes career planning, stress reduction, time management, study skills, testing strategies, critical thinking, motivation and college survival skills.

Personal Counseling

Provides short-term counseling to those experiencing psychological, social and emotional difficulties which interfere with academic learning and development. This can include helping students learn to manage stress, communicate more effectively, and improve relationships.

NOTE: See each campus section for telephone numbers.

Special Study Opportunities

APPLIED ACADEMICS

Seattle Community Colleges offer applied academics courses in communications, mathematics, science and humanities for all students working toward a technical degree. Applied academics integrate technical/academic concepts with examples from technical specialty areas. Applied academics courses are competency-based; emphasize cooperative learning; respond to diverse learning styles; recognize cultural diversity; stress the application of principles, laws, formulas and rules; and are taught using real-world situations.

COORDINATED STUDIES PROGRAM

Coordinated studies programs offer an alternative to the traditional individual course approach. These programs are based on specific themes and synthesize knowledge and ideas across different disciplines to help students understand patterns and make connections among different schools of knowledge, and to integrate their studies with personal experience and intellectual growth.

A typical program might meet three days a week for five hours daily. The course may include workshops, seminars, lectures, field trips and writing assignments. Seminars play a crucial role in the learning process, in which participants learn to analyze and critique arguments, cooperate in group discussion, read critically and debate logically. Writing assignments allow students to clarify and express their ideas and make connections among many subjects.

Coordinated studies represents an integrated educational approach. Consequently, students should be aware that a common grade is given for the program, although it is reported separately by subject for transfer purposes. Courses within coordinated studies may apply to the A.A. degree and may transfer to other colleges and universities.

NOTE: This program is not sequential; therefore, students may register at the beginning of any quarter.

FOREIGN STUDY & TRAVEL COURSES

As an enhancement to international education courses, foreign study and travel is offered to locations worldwide. Past programs have provided formal study in Argentina, Britain, France, Germany, Greece, Italy, Japan, China and the former Soviet Union.

Programs are led by faculty experts on specific countries and cultures and provide academic credit for formal study and field work across many disciplines, including anthropology, art, environmental science, ecology, English, foreign languages, geology, geography, humanities, history, political science and social science. These programs offer unparalleled opportunity to increase understanding of cultures and conditions of other nations, particularly in the context of contemporary world affairs. Contact the college for more information.

RUNNING START PROGRAM

The Running Start Program at the Seattle Community Colleges provides high school students who are at the 11th or 12th grade level, and whose test scores place them in college level course work, the opportunity to take college transfer and professional/technical courses for high school and college credit at the same time. Tuition is paid by the state through the sending public school. Students are responsible for consulting their high school counselor and the college Running Start counselor for placement testing, applying to Running Start and to the college, purchasing books, paying lab fees, and providing their own transportation.

Online Virtual Running Start courses allows students to take college courses from home, school library or workplace. For more information, visit the web site at: www.virtualcollege.org.

TECH PREP

The Tech Prep program is designed for students interested in technical education for occupations in demand in the local economy. High school students may enter the program as early as the ninth grade, taking occupational skill courses and applied academics courses that lead to completion of specific technical programs in the Seattle Community Colleges. Students taking a sequenced series of Tech Prep courses in high school continue on to the college program of their choice without loss of credit or duplication of courses.

Tech Prep courses are competency-based; emphasize cooperative learning; respond to diverse learning styles; recognize cultural diversity; stress the application of principles, laws, formulas and rules; and are taught using real-world situations.

Contact an advisor to see if high school curriculum would apply.

Distance Learning

Associate of Arts Degree

www.seattlecolleges.com

Students can work toward an associate of arts degree by taking distance learning classes offered through the Seattle Community Colleges.

Distance Learning offers students flexibility in choosing when and where to study. While students can control their schedules by working with the course materials at their convenience, assignments are due on a regular basis, just as for on-campus classes.

Distance Learning students experience the same curriculum, content and challenge as on-campus courses at the Seattle Community Colleges and are able to earn the same degree.

Distance Learning Self-Test

Distance Learning classes are rigorous and require students to structure their own schedules, balancing their time around the assignments/requirements of the class. Courses usually require more readings and assignments to ensure that students will cover the same material as an equivalent on-campus class. Distance Learning courses have many opportunities for students to communicate with their instructors through discussion rooms, e-mail correspondence, and telephone.

Distance Learning courses are right for you if you can answer “yes” to the following questions:

- Do you have a busy schedule or family responsibilities?
- Are you self-motivated and self-disciplined?
- Do you stay on task without direct supervision?
- Can you prioritize your own workload?
- Are you good at assessing your own progress?
- Do you enjoy using your computer and technology skills?
- Do you feel comfortable communicating in writing?
- Are you willing to take a more active part in the learning process?
- Can you devote 15 hours per week — anytime during the day or night — to participate in a course?

Your technical strengths:

- Can you create, save, and manage files on your computer?
- Do you know how to install software on your computer if needed?
- Can you do word processing?
- Do you currently have an e-mail address?
- Do you know how to send and receive e-mail attachments?
- Do you have access to e-mail and the World Wide Web (WWW) at least five times a week?
- If you do not have your own computer, can you get to a campus to use the computer labs or arrange to use some other computer at least two hours a day?

Students who hesitate to answer “yes” to these questions may find Distance Learning a challenge, and may be interested in the introductory online course (CIS 110), “Internet for Online Learners.”

TYPES OF DISTANCE LEARNING COURSES

Telecourses and Video Cassette Courses

Televised courses are offered through Seattle Community Colleges cable channel, SCC-TV in Seattle. Telecourses involve viewing programs at specified times, reading textbook assignments, and completing lessons outlined in the study guide that students receive upon registration.

Video cassette courses are identical to telecourses with the exception that students rent the complete series of videotapes and view them at their convenience. The tapes must be returned to the Distance Learning Office at the end of the quarter.

On-campus meetings are generally not required for these courses. However, students may be required to take their exams on campus. Students who are not able to come to campus may find their own proctor to supervise the exams. Assignments are submitted to the instructor by mail, in-person, fax or e-mail. Enrollment follows the quarterly college schedule.

State tuition applies and is covered by financial aid.

TECHNICAL REQUIREMENTS

Access to TV and VCR; audiocassette recorder (for some courses); typewritten/word-processed assignments preferred.

ADDITIONAL FEES

Video rental and licensing fees may apply.

Northwest TeleWeb Courses

Northwest TeleWeb courses combine television and the World Wide Web. Professionally produced telecourses are broadcast weekly on public television. Each course also has an online component to support and enhance your study. Enrollment follows the quarterly college schedule. State tuition applies and is covered by financial aid.

TECHNICAL REQUIREMENTS

Access to TV and VCR; audio cassette recorder (for some courses).

ADDITIONAL FEES

Video rental and licensing fees may apply.

Online Courses

Online courses are conducted the same way as telecourses and video cassette courses, with the exception that most of the coursework is completed over the World Wide Web. Enrollment follows the quarterly college schedule. State tuition applies and is covered by financial aid.

TECHNICAL REQUIREMENTS

Access to TV and VCR and/or audio cassette recorder for some classes; access to 486 or higher IBM-compatible or Macintosh computer, 28.8 KBPS modem, connection to the Internet and an e-mail account; sound card and speakers (for some courses).

ADDITIONAL FEES

Video rental, licensing, and technology fees may apply.

Washington Online Courses

Washington Online is a cooperative effort of Washington State's community and technical colleges to deliver coordinated online instruction. A team of faculty members representing several community colleges develops Washington Online courses. Although students register and earn credit through Seattle Community Colleges, the instructor may be a faculty member at another Washington State community or technical college. Enrollment follows the quarterly college schedule.

TECHNICAL REQUIREMENTS

Students will need a computer with Internet access and with enough space available to download an educational software program. For more information on Washington Online, visit the web site at www.washingtononline.org.

ADDITIONAL FEES

\$40 technology fee (Washington Online)

Correspondence Courses

Correspondence studies are conducted by mail, and students receive study guides with a course outline, a list of required textbooks, and instructions on how to complete specific lessons. Students submit completed assignments to the Distance Learning office for evaluation by the instructor, who will return them to the student with comments. Students have 170 days to complete a course. Currently enrolled students should consult with their counselor or advisor before enrolling.

Register Early

Distance Learning classes are very popular and sometimes fill before the quarter begins. Students who register early will receive a detailed orientation packet with specific information that will provide a head start.

Books

Books and study guides for most Distance Learning courses may be ordered by phone or fax. Students will be asked to provide their mailing address, credit card information, and signature (by fax). More information is available at enrollment.

Student Services

Academic advising can help students decide whether Distance Learning is a good option for their personal situations. To be put in touch with an advisor, contact 1-888-801-3607 or www.seattlecolleges.com

SCC-TV

Seattle Community Colleges Television
206-903-3228

The Seattle Community Colleges television station, SCC-TV delivers educational and community interest programming via cable to residents of Seattle and via streaming video on the Internet to the worldwide community. Seattle residents can view SCC-TV on AT&T cable channel 28. On the web, SCC-TV can be seen at SCCTV.net.

Learning programs include TeleWeb College, which combines television and the Internet. Seattle Community Colleges faculty members introduce and explain content for nationally produced telecourses, and also conduct Internet class sessions with enrolled students.

In addition to TeleWeb College and standard telecourses, SCC-TV presents news and cultural programs, and originates programming series such as "Artists' Express," featuring Northwest artists; "I Remember Seattle," with Pacific Northwest figures; and a book series highlighting the works and words of Pacific Northwest authors.

For programming information, see: <http://distance.sccd.ctc.edu/scctv/>

Distance Learning
at the Seattle Community Colleges
1-888-801-3607
www.seattlecolleges.com

Northwest Teleweb College
1-800-510-6955

North Seattle Community College
(206) 527-3738

South Seattle Community College
(206) 764-7930

Seattle Central Community College
(206) 587-4060

Student Rights & Responsibilities

CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA)* is designed to protect the privacy of a student's educational records, and applies to all schools which receive funds from the U.S. Department of Education. Information about Seattle Community Colleges students is collected, maintained, and used to meet the college's educational objectives. Students are protected against improper disclosure of their records. These rights begin with the first day of class and extend to all former students.

Student Rights

The federal law affords students certain rights with respect to their educational records:

- 1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.** Students should submit written requests that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department, or other appropriate official. The college official will make arrangements for access and notify the student of the time and place that the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of a right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent.** One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. School officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, national student loan clearinghouse, legal counsel, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
In addition, upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.** The office administering FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

Student Directory

Students may request that the college not release directory information by notifying the Registrar's Office each quarter. The Seattle Community Colleges define student directory information as:

- student's name
- enrollment status in the college
- date(s) of enrollment
- area of study
- awards granted by the college
- participation in official sports activities, and
- weight and height of athletic team members.

Exceptions

Exceptions to the directory-information-only restrictions are:

Judicial subpoena of records, upon condition that the college makes a reasonable effort to notify the student in advance of release of records.

Emergency situations, if knowledge of personal information is necessary to protect the health or safety of a student or other person(s).

Additional Information

For more information regarding student rights, students should contact the Registrar's Office on each campus.

STUDENT COMPLAINTS

The Seattle Community College District has established procedures to assist students who feel they have a complaint relating to an action by a member of the college community.

Students at North or South campuses should contact the Vice President of Student Services regarding complaint procedures. Students at Central should contact the Director of Student Leadership. Formal complaints must be initiated within 120 days of the occurrence of the condition, event, or circumstance which gave rise to the complaint.

STUDENT RESPONSIBILITIES

Students are expected to comply with the policies, procedures and regulations established by the Board of Trustees. Students are obligated to respect the rights of others and to refrain from any actions endangering the health, safety and welfare or property of others.

The Seattle Community College District prohibits the abuse of alcohol and the unlawful manufacture, distribution, possession, and use of illicit drugs. This policy applies to all employees and students of the Seattle Community Colleges while they are on District property or while they are conducting college business, regardless of location.

State motor vehicle laws and the Seattle traffic code apply to campus traffic. The speed limit is 15 miles per hour on campus.

The possession of firearms on campus is illegal.

Disciplinary action will be taken against students who violate standards of conduct established by the college. If informal procedures do not resolve the issue, formal committee proceedings may be initiated.

* as amended in November 1996 (by the Improving American Schools Act of 1994)

Statement of Policies

Accreditation

The Seattle Community Colleges and the Seattle Vocational Institute are public, state-supported institutions. North Seattle Community College, South Seattle Community College and Seattle Central Community College are accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Seattle Vocational Institute is accredited by the Washington State Board of Education.

The Seattle Community College District is a member of the American Council on Education (ACE), the American Governing Board (AGB), the Association of Community and Technical Colleges (ACCT), the Continuous Quality Improvement Network for Community and Technical Colleges (CQIN), Washington Association of Community and Technical Colleges (WACTC), the Trustees Association for Community and Technical Colleges (TACTC), Community Colleges in International Development (CCID), and the League for Innovation in the Community College.

Equal Opportunity

Seattle Community College District VI provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, age, gender, sexual orientation, marital status, status as a veteran or Vietnam-era veteran, or the presence of any physical, sensory, or mental disability in employment and educational programs. The District complies with all Washington state and federal laws relating to anti-discrimination and equal opportunity.

Title 38/Title 10

Seattle Community Colleges academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

Catalog Information

This catalog is published for information purposes and is designed to assist prospective students in program planning. The information in this catalog reflects current programs, requirements, and costs as of Spring Quarter 2000, which are all subject to change without prior notice. Every effort is made to ensure accuracy at the time of publication; however, the catalog is not an irrevocable contract between the student and the Seattle Community College District VI. The colleges within Seattle Community College District VI reserve the right to make any change in the contents and provisions of the catalog without notice.

SEATTLE COMMUNITY COLLEGE DISTRICT VI

North Seattle Community College

9600 College Way North
Seattle, WA 98103-3599
206.527-3600

<http://www.gonorth.org>

South Seattle Community College

6000 16th Ave. SW
Seattle, WA 98106-1499
206.764-5300

<http://www.sccd.ctc.edu/south/>

Seattle Central Community College

1701 Broadway
Seattle, WA 98122-9905
206.587-3800

<http://seattlecentral.org/>

Seattle Vocational Institute (SVI)

2120 South Jackson
Seattle, WA 98144-2219
206.587-4950

<http://sviweb.sccd.ctc.edu/>

Distance Learning

Worldwide Campus
1-888.801-3607

<http://www.seattlecolleges.com>